



Fermilab

TD-4080

PROCESSING MATERIAL SAFETY DATA SHEETS

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1.0 Purpose and Scope

This document defines the Technical Division (TD) policy and procedures for processing Material Safety Data Sheets (MSDSs) that are required for the hazardous materials used in TD facilities. Also included is a procedure by which TD employees may obtain copies of MSDSs.

2.0 Background

MSDSs for hazardous materials used at Fermilab are inventoried in a database that is maintained by the ES&H Section. The ES&H Section assigns a unique identification number to each MSDS that it receives and then scans it into the database. The MSDS database is found by going to the ES&H Section home page, and then clicking on "Health and Safety". The database is listed as "MSDS Search" under the "Industrial Health/Hygiene" heading. The database web address is:

http://www-esh.fnal.gov/owa_user/msds_search.html

The MSDSs are available 24/7 on the ES&H Section web site. However, each individual department and/or group has the option to determine whether they wish to maintain paper copies of the MSDSs in their Right-to-Know Stations. Even if there is a power outage, an MSDS can be obtained from the database through the Comm Center, which can access the database via emergency power. The TD ES&H Group will no longer maintain its three-ring binders containing the hard copies of the MSDSs.

For those individuals that do not have or have access to a personal computer, MSDSs can be accessed through information kiosks in the following locations:

- IB-1 main floor near control room
- IB-2 main floor in break room
- IB-3 main floor near center of building
- IB-4 main floor near offices at north end of building
- ICB main floor near center of building (outside of tech area)
- Village Machine Shop near floor supervisor's desk

An existing MSDS can be called up by entering one of the following search parameters:

- FNAL Sheet Number (must enter 5 digits, including leading zeros)
- Trade Name
- Manufacturer
- Ingredient
- MSDS Date
- Date Entered

3.0 Procedure

Whenever a hazardous material is ordered for the first time, in quantities greater than previously purchased, or from a different vendor, the following procedure applies.

- 3.1 The requestor must forward to the TD ES&H Group for review and approval an MSDS for each hazardous material proposed for purchase. This applies to paper, electronic and ProCard requisitions. If the MSDS does not accompany a written requisition, the requestor should also include their name, location the material will be used, and quantities to be ordered. Refer to *TD Policy 4100 ES&H and NEPA Procurement Review*, which outlines the complete ES&H review process for procurement actions.
- 3.2 The TD ES&H Group will review the MSDS to determine if the material can be safely handled by TD personnel, and will determine if the material already exists in the MSDS database.
- 3.3 If the TD ES&H Group approves the material for use by TD personnel and/or the MSDS is a newer version of an MSDS already in the database, the TD ES&H Group will forward the MSDS to the ES&H Section for inclusion in the laboratory database.
- 3.4 When the MSDS has been assigned its unique number and scanned into the database, the TD ES&H Group will alert the original requestor by returning the first page of the MSDS to them with its unique MSDS number written on it.